


# OrgPlus

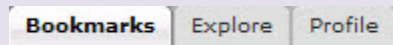
## Quick Reference Guide

### Tips & Reminders

- ☐  **Zoom Wheel:** Click this icon to return to the normal vertical scrolling wheel function from the Org Plus function that magnifies or shrinks the charts.


- ☐ **Domain:** 

**Switching Domains:** To switch between Position to Position and Org Unit to Org Unit views, use this Domain selection box at the bottom of the screen.

- ☐ 

**Bookmarking:** Use the bookmark tab in the right panel to save your frequently used charts.

- ☐ 

**Open/Close Profile:** Click on any box in an Org Chart and then click the open/collapse button pictured above to reveal additional information on this employee in the Profile Tab. To close the Profile Tab, click the collapse button at the top right of the Profile: 

### Org Chart Colors and Shapes

**Permanent Full-Time**

Single Grey Line

**Permanent Part-Time**

Grey Rounded Edges

**Time Limited**

Double Red Lines

**Temporary**

Double Purple Lines

**Trainee**

Double Orange Lines

**Contractor**

Double Green Lines

### Update Schedule

Org Charts are based on data (completed through Workflow) in last system update run once per week on Thursday nights.

### Online References

- **OrgPlus Training** - [http://www.beacon.nc.gov/training/wbt/course/om240/course/om240\\_begin.html](http://www.beacon.nc.gov/training/wbt/course/om240/course/om240_begin.html)
- **OrgPlus Training Review Index** - [http://www.beacon.nc.gov/training/wbt/course/om240/course/om240\\_guide.html](http://www.beacon.nc.gov/training/wbt/course/om240/course/om240_guide.html)